



CITY OF COLLEGE STATION  
*Home of Texas A&M University®*

# **THE SOUTHWOOD COMMUNITY CENTER**

located in the Southwood Community Park



These policies have been created to establish a guideline for all events held at the Southwood Community Center (SWCC). By the nature of the facility and its proximity to other rental areas in the Southwood Community Park, all of the events are unique and will have different rules that may be applicable depending on the types of activities that are planned. This guideline is only a summary and does not attempt to include every rule or special condition that may apply to possible events. Please call the SWCC if you have specific questions about your event at (979) 764-6351.

## **OPERATIONAL POLICIES**

**AVAILABLE HOURS/DATES FOR EVENTS-** All subject to availability. The rental of the SWCC includes only the area reserved and paid for by the Lessee.

**CANCELLATIONS-** In order to receive a deposit refund, notification of cancellation to the SWCC staff must be received no later than 3 days prior to the event date. Notification of cancellation received after this deadline will result in any fees and deposits forfeited by the Lessee in favor of the City.

**CLEAN UP-** The Lessee is responsible for the cleanup of the utilized SWCC area after use. All areas are to be returned in the same condition in which they were received. Please ask staff for supplies and assistance as needed. If clean up is not performed adequately, deposit shall be used by the City to repair, replace, or pay for any property damage and clean up that occurs during the Lessee's or any participant's at the event sponsored by the Lessee use.

**DEPOSITS-** Deposits are payable at the time the space is reserved. "Tentative" holds for dates are not allowed. This deposit will be refunded after the event *if* the facilities are returned in the condition in which they were received, and no additional charges accrue during the event. Additional charges may be assessed for property damage(s) and occupancy periods that extend beyond the times reserved. Once the estimates on the damage(s) have been made, the Lessee shall pay all additional charges in excess of the deposit within a reasonable amount of time of being informed of such.

**DECORATIONS-** During the installation, display, and removal of all decorations the Lessee is responsible for their own safety, as well as the safety of those associated with the event at all times. No decorative or other materials shall be nailed, glued or screwed to any part of the Facility. The following items are prohibited: straw, hay, glitter, confetti, and fireworks. The throwing of sterilized birdseed and the use of bubbles is restricted to the outside area only. All decorations must be removed in their entirety at the close of the event.

**DRUG POLICY-** Guests attending events are not allowed to bring their own alcohol into the event. Alcohol may be served providing all policies of the TABC, the State of Texas, Brazos County, and the City of College Station are observed. The Lessee may provide alcohol to guests at the event. No tobacco products or illegal drugs of any kind are allowed in or on the porches of the SWCC.

**EQUIPMENT-** All electronic equipment can only be handled by SWCC staff. It is also the responsibility of the Lessee to notify staff of equipment needs prior to the event. It is the responsibility of the Lessee to provide needed equipment not available at the SWCC.

**FEES-** All rental fees must be paid no less than 3 days to the event.

**NON-CONFORMING EVENTS-** Events not conforming to the accepted community standards or any event that has been scheduled based on untrue or misleading information provided by the Lessee shall be rejected or cancelled.

**SECURITY-** Police Officers will be required for any rental of the SWCC when alcohol is present or as deemed necessary due to type of event or attendance. The City reserves the right and authority to determine the reasonable number of officers necessary for a particular event so as to ensure the safety of the public and the premises at all times during which the facility is used. The City shall contact the College Station Police Department to make the necessary arrangements. The Lessee will be charged an additional fee for security.

<b>SOUTHWOOD CENTER FACILITY RENTALS</b>	<b>2012</b>	
	<i>Resident</i>	<i>Non-Res</i>
	<i>Rate</i>	<i>Rate</i>
Meeting Room Per Hour	\$25	\$50
Deposit *	\$50	\$100
Dance/Game Room Per Hour	\$35	\$70
Deposit*	\$75	\$150
Whole Facility Per Hour (Excludes Computer Lab)	\$75	\$150
Deposit*	\$75	\$150
Additional Attendance Fee Per Hour **	\$10	\$20
Computer Lab Per Hour	\$20	\$40
Alcohol Permit (Required when alcohol is served)	\$55	
Security Fee Per Hour (Required when alcohol is served)	\$40/Officer	

*\*Deposits are refundable if the facility is left clean and damage-free.*

*\*\* All rental rates are based on a party of 1-50 people. Additional fees are added per hour for over 50 attendees and security may be deemed necessary.*